

Expenses: Arbitrator charges \$500 for each day of travel over four (4) hours before and after a hearing. Actual expenses for airfare, hotel and transportation, parking, and car rental. Arbitrator charges mileage at the applicable IRS expense rate. The arbitrator will purchase a non-refundable airline ticket fourteen (14) days prior to the scheduled hearing date. The parties must consent ***in writing*** to the purchase of the ticket. If the hearing is cancelled after consent is granted by the parties, they will be responsible for reimbursement of the actual cost of the ticket. The arbitrator reserves the right to interim bill for out of pocket expenses prior to the issuance of a decision.

Admin Expenses: Actual postage and overnight delivery costs are billed. Copying is billed at \$.10 per page.

Cancellation: If the hearing is cancelled or postponed within fourteen (14) calendar days of the scheduled hearing date, one day's per diem is charged for *each* scheduled day of hearings.

07/24/16